

Information on Pay and Leave Restoration
US Department of Agriculture
January 27, 2019

Pay:

Furloughed (non-excepted) and Excepted Employees:

- Pay Period 26 and Pay Period 1 timesheets must be completed and certified no later than 12 pm Eastern Standard Time (EST) on Monday, January 28th. Agency timekeepers have been working on timesheets throughout the weekend.
- Timesheets will be processed by the National Finance Center on Monday evening.
- Pay will be deposited to your bank accounts no later than January 31st. Some institutions may post it earlier.
- Each pay period timesheet will be processed separately. However, it will appear in your bank account as a single deposit.

Employees that received partial pay including overtime during the shutdown (Partially Exempt Employees): Your agencies will provide specific guidance on your pay for both Pay Period 26 and Pay Period 1.

Exempt Employees: Pay is on the regular Pay Period 26 and Pay Period 1 cycles.

Use or Lose and Leave Restoration:

During the lapse in appropriations, all scheduled leave during Pay Period 26 and Pay Period 1 was cancelled. Because there is back-pay, you will accrue annual and sick leave for both pay periods. Additional information on use or lose leave restoration will be provided after pay for Pay Period 26 and Pay Period 1 is processed.

Please note: Any previously restored annual leave that was due to expire at the end of the 2018 level year may not be restored again.

Other Leave Restoration:

Additional information on the restoration of Comp Time and Time Off awards that expired during the lapse in appropriations will be provided after pay for Pay Period 26 and 1 is processed.

2018 W-2:

The 2018 W-2 includes earnings through pay period 25 because that was the last pay period for which you received pay in calendar year 2018. Because pay for pay period 26 is paid out in calendar year 2019, it will be shown on your 2019 W-2.

We will continue to provide you updated pay and leave processing guidance and information throughout the week.